

GOVERNANCE COMMITTEE July 24 2008  
IDAHO COUNCIL ON DEVELOPMENTAL DISABILITIES  
***GOVERNANCE COMMITTEE MEETING***  
***Thursday, July 24, 2008***  
***12:45 p.m. – 2:00 p.m.***  
***Parkcenter Marriott Spring Hill Suites, Boise***

**Committee Members: Dona Butler, Toni Belknap Brinegar,  
Rick Betzer, Angie Flores, Mike Smith  
Members Absent: Chris Lynch, Bill Elvey  
Staff: Marilyn Sword, Amanda Holloway**

**MINUTES**

AGENDA ITEM	ACTION
<b>Call to order</b> <ul style="list-style-type: none"><li>- Welcome and Introductions</li></ul>	The meeting was called to order at 12:55.
<ul style="list-style-type: none"><li>- Perfection of Agenda</li><li>- Announcements</li></ul>	No announcements. No changes were made.
<b>Select Committee Chair</b>	<b>The Committee elected Toni Brinegar as committee chair.</b>
<b>Approval of minutes for April 24, 2008 Meeting and May 21, 2008 Conference Call</b>	<b>Rick moved to approve the minutes, Angie seconded. Minutes were approved as presented.</b>
<b>People First Request</b>	As discussed at the last meeting, they requested about \$1400 for Kristi Bowles to attend chapter meetings in Washington. The Committee voted to not fund and recommend that People First contact John Russell of SALN. Marilyn had a chance to talk with Jon Ramey, Kelly West and Mary Johnson at the Partners Institute. They are no longer in affiliation with Washington People First.
<b>Support Person Code of Conduct</b>	All of the support staff at this meeting have signed and returned forms. Council staff also sent some to A Full Life, the agency that often provides support staff for Council members.
<b>Policy 103</b>	<b>Section K. 3</b> Voting by Email – Copy of votes are kept on the shared computer drive in the Council office, they are never published. Marilyn will send out a final decision after all the votes are tallied.

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	<p>Marilyn asked that everyone respond by the date on the request. She will not send out a follow up email unless we don't have a quorum. Decisions are based on majority. <b>Section L. 8</b> Notifying the Council office if you are unable to attend a meeting unless it's a medical or family emergency. A 24 hour notice is sufficient for non-emergency issues, but each event will be looked at individually. If it's abused or repeated behavior then Marilyn will bring it to the attention of the Committee for possible action. <b>Section N.</b> Lost wages – The Committee will recommend at the Full Council meeting to change the rate of reimbursement to \$50 per day. (see April 24, 2008 meeting minutes.) If a member has to take vacation or personal leave to attend meetings they need to notify Marilyn. She will write a letter to the person's employer to request payment for attendance. If the employer will not pay for the time, we will reimburse members as stated in the Policy. This would require a letter from the employer stating that time is not paid. Toni recommended drafting a letter to employers that has a section for them to approve or deny reimbursement and what the members regular schedule is.</p>
<b>Policy 106</b>	<b>The Committee will recommended striking Workgroups from Section I. and all subsections.</b>
<b>Policy 107</b>	<p>Delegation to the Executive Director –this is the authority given to the Executive Director by the Council to carry out Council office operations. <b>6.</b> Council staff can assist members with requests unless it takes a lot of staff time, takes council funds, or disrupts staff duties, then the Executive Director can refuse the request.</p>
<b>Policy 108</b>	<p>This policy covers the guidelines that the Executive Director must follow. It is also used to prepare the Evaluation for the Executive Director. Council members are given evaluation forms to fill out and then the Council Chair (Rick) collects and</p>

	summarizes the responses .
<b>Policy 110</b>	This sections deals with Grants and Contracts. Requests for Proposals are separate from Conference Funding Requests. Marilyn explained the contract requirements of the Council (how it's monitored, do we collect receipts, etc).
<b>Conference Funding Requests/Reports</b>	The Committee reviewed an application from Jessica Rachel and conference reports from Sarah Williams, Tiffany Crabtree, Dianna Uhl, and Kim Eisler.
<b>Motion</b>	<i>Motion by Rick Betzer and second by Mike Smith to fund Jessica Rachel in the amount of \$500 and request that, if available, she come present to the Council what she learned at the conference. Motion carried.</i>
<b>Other – New Business</b>	No new business.
<b>Action Items</b>	<ul style="list-style-type: none"> <li>• Policy recommendations to Full Council</li> <li>• Draft letter for employers requesting compensation to attend Council meetings.</li> <li>• Check on Mr. Mooney's Short Bus</li> <li>• Send Angie Tiffany Crabtree's email address</li> <li>• Follow-up with Tiffany Crabtree regarding her plan to talk to the local media</li> <li>• Follow-up with Sarah Williams about parent night details</li> </ul>
<b>Agenda Items for Next Meeting</b>	<ul style="list-style-type: none"> <li>• Conference Funding applications/reports</li> </ul>
<b>Adjourn</b>	Meeting was adjourned at 2:12 p.m.